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1 October 1970

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MEMORANDUM FOR: [] Contract Personnel
Division, Office of Personnel

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THROUGH : [] Historical Officer,
Office of Personnel

FROM : Support Services Historical Officer
(SSHO)

SUBJECT : Review of Contract Personnel Administration
in CIA, 1947-1966

1. The introduction to the paper says that the paper will discuss, among other things, "... the history of writing personal service contracts, preparation of cover agreements, and a variety of [] agreements as well as the evolution of contractual principles in CIA as they have evolved over the years." Basically, the thrust of the paper is limited to a discussion of the last point--evolution of contractual principles etc. -- but even this discussion is focused almost exclusively on personal service contracts for career agents.

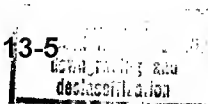
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2. The paper is badly written, poorly organized, repetitious, and probably raises more questions about Contract Personnel Administration than it answers. Of the two sections into which the paper was divided, I suggest that Part I, The Special Contracting Officer, be deleted completely. Similarly, the Introduction needs to be redone completely.

3. Part II can be salvaged if a great deal more thought and effort are put into it. As noted in the extensive marginal comments, the paper is almost completely lacking in specific details and examples to illustrate the problems which precipitated Part 14 of the CFR, its subsequent revisions, and the various [] that are mentioned.

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4. The paper avoids practically all discussion of such critical items as: total numbers of personal service contracts (for any given time period or over time), total costs, numbers of employees in major contract categories (for any given time period or over time), short term contracts vs. long term contracts (numbers and definition of short and long terms), numbers of US citizens vs. numbers of foreign nationals under contract, and geographic location of contract employees over time as Agency priorities were changed.

5. The paper also has a number of gaps where periods of several years may be completely ignored. At some points (p. 23 with reference to completeness of files and p. 22 with reference to contractual salary [redacted]), there are apparent contradictions which are in need of explanation.

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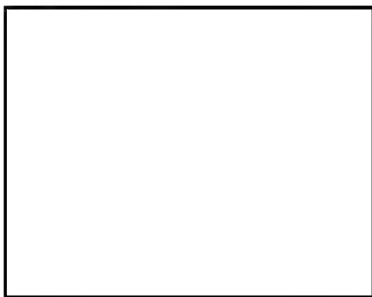
6. Pages 18-22 contain a separate section on Career Agents and there would seem to be some question about the suitability of such a section, or about the suitability of such a section at that particular point in the text.

7. No attempt has been made to follow the Historical Staff Style Manual and relate the sources to the text. Consequently, the List of Sources is useless in its present form.

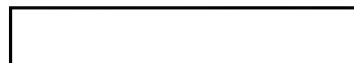
8. Finally, as I have already indicated, something must be said about Contract Personnel Administration's responsibilities for overt personal service contracts, their extent, and their uses.

9. As this piece now stands, it is a long way from being an acceptable contribution to the historical reports on the Office of Personnel.

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Remarks:

c o p y

Dow, 25X1A

[] wants to sit down with you and/or your writer(s) to work out an outline for a new paper. I believe that would be quite helpful.

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Remarks: As I mentioned to you last week, this seems to have come right off "the old drawing board." Unfortunately, it won't fly! Since I am sure that a new piece can't be built out of my editorial comments per se, I want to sit down with the Contract people and discuss a positive outline for a new paper. The editorial comments on the attached copy will, however, provide some guidance toward a more useable paper.

JAP

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